

CRT-Alternate Implementation Checklist

Please review this checklist before you start to administer the CRT-Alt as a final reminder of all components of the test preparation and implementation protocol.

Preparation Activities

- ☐ I have viewed the Training CD or attended administration training for the CRT-Alt.
- ☐ I have reviewed the student test booklet and testing materials.
- ☐ If needed for this student, I have modified the testing materials.
- ☐ If needed for this student, communication supports have been prepared.
- ☐ Materials not provided for the test have been located, are organized, and available for this test administration.
- ☐ If needed, I have found a second person to assist with the administration of this test.
- ☐ I have scheduled test administration for periods of time that match the student's attention span and endurance, breaking it up into multiple sessions as needed.
- ☐ Test administration will occur in a location in which the student can work without interruptions.

Implementation Practices

- ☐ Introductory items were implemented without scaffolding, scored as either a "4" or a "0".
- ☐ For each item, the student was given the opportunity to respond independently before any scaffolding was provided.
- ☐ Scores for each item were given based on the level of scaffolding that was necessary in order for the student to indicate the correct response.
- ☐ Student responses that required complete teacher assistance were given a score of "1".
- ☐ If a student actively resisted responding to a test item, this item was given a score of "0".
- ☐ If a student received a score of "0" for 3 consecutive test items, the halting rule for the designated test grade level was used.
- ☐ I have completed a Teacher Recording Evidence Form for each item requiring evidence (i.e., those marked with a magnifying glass).

- ☐ I have completed all tasklets for this student in Reading and Math (as well as Science if my student is in grade 4, 8, or 10) OR I have followed the appropriate halting rule in response to active student resistance to participation.

Submission of Student Information

- ☐ The student's name has been written on the Answer Booklet, the CRT-Alternate Test Booklet, and the Teacher Recording Evidence Form
- ☐ I have placed the student bar code label in the space provided on page 1 of the Answer Booklet. If no label is available, I completed all of the required sections on page 1 including the 9 digit student ID instead, entering a zero followed by the 9 digit number in the 10 spaces provided on this form.
- ☐ I have entered the appropriate information, if necessary, on page 2 of the Answer Booklet.
- ☐ I have transferred student scores from the Test Booklets to the appropriate sections of the bubble forms in the Answer Booklet.
- ☐ I have responded to the questions about test administration in the area marked Test Administration Activity Information.
- ☐ I have completed a Material Replacement Form to replenish materials that cannot be used again in the Test Material Kit used for this administration, returning it with my student's test materials.
- ☐ I have placed all required materials (CRT-Alt Test Booklet, Teacher Recording Evidence Form, Answer Booklet and the Material Replacement Order Form) in the white plastic envelope labeled For Return of CRT-ALTERNATE Test Materials.
- ☐ I have returned the Test Material Kit to the System Test Coordinator for secure storage.